



## KING COUNTY

### ADMINISTRATIVE SPECIALIST II

DEPARTMENT OF TRANSPORTATION/ROAD SERVICES DIVISION/ADMINISTRATION SECTION

Hourly Rate Range \$15.35 - \$19.46

Job Announcement: 04SB4318

OPEN: 6/1/04

CLOSE: 6/11/04

**WHO MAY APPLY:** This position is open to King County career service employees who are members of the Local 117 Administrative Support bargaining unit only.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Road Services Division, Attn: Scott Bruns, 201 S Jackson St. MS KSC-TR-0313, Seattle, WA 98104-3856.** Application materials must be received by **4:00 p.m.** on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above will not be processed.

**FORMS AND MATERIALS REQUIRED:** (1) A [King County Application form](#), (2) Resume, (3) Cover Letter detailing your background and describing how you meet or exceed the Required Qualifications - Knowledge, Skills, and Abilities, and (4) minimum of three (3) reference contacts of current and former supervisors.

**SELECTION PROCESS:** Applicants will be banded as Qualified, Competitive, or Most Competitive. Those candidates ranked as Most Competitive will be invited to take a skills assessment measuring their knowledge and skill in software applications, business practices, and proper English grammar, usage and spelling in the order they rank on the list. Those candidates who pass the test may be given an oral interview.

**WORK LOCATION:** 201 S. Jackson Street, King Street Center Building, Downtown Seattle

**WORK SCHEDULE:** This full-time position is overtime eligible. It works a 40-hour workweek, Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:** This position provides a variety of specialized, technical or program-specific clerical and administrative support. Duties include drafting, formatting and editing a wide variety of complex materials with accuracy and speed; developing database applications, and maintaining data and files. Working under general supervision, the incumbent must exercise a moderate degree of independent judgment and discretion. The following essential job functions require clear understanding and skill in applying office guidelines and work methods:

- Answer telephone calls and route to appropriate persons. Receive visitors following established security policy.
- Process mail, date stamp and distribute to appropriate boxes. Respond to mail that can be handled with minimal direction. Identify priority/time sensitive matters. Maintain security/confidentiality.
- Provide specialized and/or technical program-specific information that requires limited interpretation of established policies, procedures and other relevant sources to internal and/or external customers over the telephone, in writing and/or in person.
- Compose, draft, type and/or word process, proofread and edit complex documents and reports, contracts, and/or correspondence to ensure these conform to Division style guidelines and to the appropriate use of the English language, specialized terminology and established procedures; work from rough drafts, correcting grammar, spelling, and punctuation through final copy.
- Establish, maintain, modify, track and/or retrieve information and compile data that may require research to resolve questions/problems. Develop spreadsheets and/or customized database applications, and prepare reports. Enter, obtain and verify information.
- Maintain, inventory, prepare and order, collect and distribute supplies and/or equipment.
- Prepare and route copies for distribution.
- Attend meetings and take meeting notes as assigned.
- Schedule meetings and conference rooms for staff. Print and post conference room calendars.
- Develop tracking and filing systems to maintain data and files.
- Collect and correct labor sheets for Administration, CIP and Finance sections.
- Update online directories for Administration, CIP and Finance sections.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Assist with Division Org Chart.
- Pick-up and deliver documents to various County agencies in King Street, Executive Building, King County Courthouse, King County Admin Building and Bank of America Tower – may require use of County vehicle.

**REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of general office principles and practices.
- Knowledge of basic accounting and mathematics.
- Knowledge of proper English grammar, usage and spelling; ability to make and suggest appropriate corrections.
- Knowledge of action tracking on specific work assignments or other items related to work position.
- Analytical skills.
- Excellent oral and written communications skills.
- Organizational skills.
- Excellent customer service and public relations skills — in person and via telephone (discretion, courtesy, patience, etiquette, professionalism).
- Interpersonal and human relations skills; ability to deal professionally with all levels of staff and customers.
- Skill in following oral and written instructions.
- Skill in prioritizing workload and adapting to changes in workload demands.
- Skill in maintaining confidentiality on sensitive matters.
- Skill in following through on assignments as directed; assess situations and respond appropriately; resolve issues with minimal direction.
- Initiative and accountability skills for work product or service; team player, cooperative, reliable and assist co-workers as needed.
- Problem solving and conflict resolution skills.
- Skill in conducting research on a specific work assignment.
- Skill in following direction regarding work assignments.
- Skill using MS Word, Excel, Access software applications.
- Skill in responding to citizen inquiries and working with interest groups.
- Ability to work and make decisions in a team environment.
- Ability to multi-task, work under pressure, tight deadlines; provide quick, accurate and thorough turnaround on assignments.
- Ability to prioritize and resolve schedule conflicts; work with the schedules of other staff and be able to compromise, be flexible, and work professionally.
- Ability to obtain valid Washington State Driver's License.

**UNION MEMBERSHIP:** Positions in this classification are represented by Teamsters Local 117E.

**CLASS CODE: 8387**

**SEQUENCE NUMBERS: 2065**